



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET  
OFFICE OF VOCATIONAL REHABILITATION**

**Matthew G. Bevin**  
Governor

275 East Main Street  
Mail Drop 2-EK

**Beth Kuhn**  
Commissioner

**Hal Heiner**  
Secretary

Frankfort, KY 40621  
(502) 564-4440  
Toll Free (800) 372-7172 (V/TTY)  
Fax (502) 564-6745  
ovr.ky.gov

**Buddy Hoskinson**  
Executive Director

**SERVICE FEE MEMORANDUM**

CP-12-13-07

Updated 6-2016

**TO:** Office of Vocational Rehabilitation (OVR) Staff  
Branch Managers, Counselors, and Assistants,  
CDPVTC Director, Case Management Director and Counselors  
Office for the Blind (OFB) Staff  
Client Assistance Program (CAP)

**FROM:** Pat Selch, Central Office Administrator  
Systems and Fiscal Management Branch  
Administrator

**DATE:** June 20, 2013  
Updated July 17, 2015  
Updated June 6, 2016 updated Pat Selch

**RE:** Change in Support Level for Post-Secondary Training.

Beginning with the 2016-2017 academic year the allowable annual amount for post-secondary training assistance will be **\$ 2500.00** after determination of consumer financial participation and consideration of comparable benefits. This is based on the average unmet tuition need after application of federal/state need based assistance. As is the case presently, this amount will include all training expenses with the exception of required books, supplies and uniforms. If additional support is required in order for the consumer to achieve his/her vocational goal the counselor should complete the Training Reconsideration Worksheet (OVR 19A) and forward it to the Branch Manager or his/her designee for approval. Under no circumstances (even SSI/SSDI recipients) will the total amount approved exceed the highest state rate. Although services to SSI/SSDI recipients are not subject to economic needs testing, comparable benefits must be applied and therefore, the same training assistance procedure is to be followed. Negotiation is strongly encouraged to maximize resources to successfully serve the greatest number of eligible individuals

This Post-Secondary Training Support applies to all post-secondary training programs (unless otherwise specified on a Service Fee Memorandum) to include public/private institutions, short term programs such as certificates, trade training and traditional diplomas. All post-secondary training is subject to:

- \*Current policies and procedures related to post-secondary training
- \*Cost participation guidelines
- \*Limited to current levels of support for post -secondary training for any 12 months (\$2500.00 ) unless a reconsideration is requested and approved.

Regardless of financial need OVR may pay a negotiated amount (generally not more than \$500 per academic year) toward the cost of required books, supplies and uniforms not to exceed actual costs.

In addition, OVR may pay the actual cost of disability related-expenses on the IPE after use of established economic need practices and application of comparable benefits as appropriate.

Appropriate comparable benefits must always be explored and utilized as outlined in Federal and State regulations and OVR policy. Negotiation is strongly encouraged to maximize resources to successfully serve the greatest number of eligible individuals